

OPERATING STRUCTURE

DEPARTMENT OF DEFENSE HUMAN FACTORS ENGINEERING TECHNICAL ADVISORY GROUP*

GOALS

- Provide a mechanism for exchange of technical information in the development and application of human factors engineering.
- Enhance working-level coordination among Government agencies involved in HFE technology research, development, and application.
- Identify human factors engineering technical issues and technology gaps.
- Encourage and sponsor in-depth technical interaction, including subTAGs as required in selected topical areas.
- Assist as required in the preparation and coordination of triservice documents such as Technology Coordinating Papers and Topical Reviews.

SCOPE

Because of the diversity of subject matter covered by the HFE discipline, the scope of technical areas addressed by the Technical Advisory Group (TAG) is necessarily broad. In general HFE, as defined for purposes of TAG operation, deals with concepts, data, methodologies, and procedures which are relevant to the development, operation, and maintenance of hardware and software systems. Subject matter subsumes all technologies aimed at understanding and defining the capabilities of human operators and maintainers and insuring the integration of the human component into the total system to enhance systems effectiveness. Technologies directed toward improved manpower utilization through selection, classification, and training are included as appropriate.

TOPICAL AREAS

The TAG will address research and technologies designed to impact man-machine system development and operation throughout the complete system life-cycle. The general topics of concern to the TAG include, but are not limited to:

- a. Procedures for use by HFE specialists, system analysts, and design engineers involved in the provision of HFE support during system development or modification.
- b. Methodologies oriented toward the identification and solution of operator/maintainer problems related to equipment design, operation, and cost/effectiveness.
- c. Mechanisms for application of developed HFE technologies, including formal and informal approaches to validation and implementation, and the determination of time windows for application.

GROUP COMPOSITION

The TAG will consist of technical representatives from Government agencies with research, development, engineering, test, evaluation or other responsibilities in the topical areas specified

above. Additional representatives from activities with allied interests may affiliate with the TAG as appropriate. Attendance at specific meetings may be augmented by technical experts in special topical areas.

ATTENDANCE AT MEETINGS

All government employees with interest in the areas specified above; students majoring in human factors or related disciplines; official technical society/industrial association representatives; and Members/Chairs emeritus are welcome to attend. Others (i.e., non-government employees) are welcome to attend when invited or requested to attend (in writing) by a government employee.

OPERATING BOARD

The TAG Operating Board is responsible for the conduct of TAG business and the implementation of TAG policies. The Board consists of an Executive Committee and the chairpersons of all subTAGs and committees. Operating Board meetings are called at the discretion of the TAG Chair.

The Executive Committee will be responsible for providing required continuity and acting for the full TAG between regular meetings. Regular members of the Executive Committee will be:

- Current Chair
- Immediate Past Chair
- Chair Select
- Army Representative
- Navy Representative
- Air Force Representative
- NASA Representative
- FAA Representative

CONDUCT OF BUSINESS

Meetings of the TAG will be held semi-annually, in the Spring and the Fall. Chairing of the group will rotate annually among the Army, Navy, and the Air Force. The Chair Select will be chosen by a caucus of the service whose turn it is to chair the DoD HFE TAG. Advice and counsel will be provided by the Operating Board. The Service Representatives will be selected by service caucus at the Spring meetings in even-numbered calendar years. Advice and counsel will be provided by the Operating Board. Minutes of each meeting will be compiled by the Chair. Minutes will be distributed to all plenary session participants, to appropriate OSD offices, and to other agreed-upon agencies. Minutes shall serve as the principal mechanism for the reporting of group activity. A file of Minutes and relevant correspondence shall be maintained by each Chair. This file shall be passed to the succeeding Chair together with any additions to the file.

TAG SubTAGS

The DoD HFE TAG is composed of two categories of associated groups: SubTAGs and Committees. SubTAGs will be sponsored by the TAG as appropriate to respond to needs for more detailed interchange and coordination in specific technical areas. SubTAGs will address problems of a general or continuing nature within a specific field of technology and are to develop their own working charters and operating procedures. SubTAGs may be disestablished upon recommendation by the Executive Committee. Committees will serve at the pleasure of the Operating Board and will address specifically defined tasks or problems. These committees will be disestablished on completion of those tasks or upon recommendation by the Executive Committee. Reports from each subTAG and committee will be published separately and included as a regular item of business on each TAG meeting agenda. Current subTAGs and

committees are identified in the TAG Operating Board.

AMENDMENTS

Amendments may be recommended by submitting the suggested change(s) in writing to the TAG Chair. The Operating Structure may be amended by a majority vote of those attending the Operating Board meeting at which recommended amendments are voted upon.

1. Name change from Department of Defense Human Factors Engineering Technical Advisory Group to Department of Defense Human Factors Engineering Technical Group by request of OUSD approved on 19 November, 1987.

2. Amended 14 November, 1989 at TG-23, Killeen, Texas.

3. Amended 3 May 1994 at TG-32, Oklahoma City, Oklahoma.

4. Name change from DoD HFE TG back to DoD HFE TAG on 3 May 1994.

5. Name change from subgroup on 8 May 1996.

6. Amended 3 November 2003 at TAG-50, Tempe, Arizona.